



Concept Paper # 257

Presented to the Department of Administrative Services (DAS)

Date Prepared: __04/22/2013__

Upgrade Kofax scanning software

(Please check one item listed in the following two sections)

Document for review and approval:

- ☐ Request for Proposal (RFP)
- ☐ Request for Service (RFS)
- ☒ Request for Quote (RFQ)
- ☐ Invitation to Qualify

- ☐ Sole Source Procurement
- ☐ Statement of Work
- ☐ Staff Augmentation
- ☐ Master Agreement Purchase

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:

<http://das.gse.iowa.gov/procurement/solesource%202010.pdf>

Document for review only:

☐ Master Agreement

☐ Request for Information (RFI)

Agency: **Iowa Workforce Development**

RFP Reference #:

Release Date:

This project is requesting IOWAccess funds: Yes ____ No ☒ X__

NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger (Wes.Hunsberger@iowa.gov) for an internal DAS review.

Projected cost over \$50,000? Yes ☒ X__ No ____

Projected agency staff hours over 750? Yes ____ No ☒ X__



Project Cost, Funds and Funding Source:

Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs:

External Resources/Costs: \$155,000 Federal Funds

Timelines: Needs to be running by July 1, 2013

Goal: Upgrade the Kofax Scanner software in order to add capacity and bring check processing in-house.

Background: IWD UI is currently using Kofax Ascent Capture 8.0 for document scanning. This software has been in use at IWD for 10 years. One of the scanners that has been used in conjunction with this software is an OPEX 3690i device, which has been in use for 3 years. IWD UI makes use of the BizTech OPEX Import Utility which converts the digital images and index information from the OPEX scanner into a format that is recognizable by the Kofax Ascent Capture software. This BizTech software has also been in use for 3 years.

IWD has now purchased two additional OPEX scanner devices (OPEX 7200 and OPEX 2200). To be able to use these devices with our existing environment described above we need to purchase two additional licenses of BizTech OPEX Import Utility, and upgrade our Kofax Ascent Capture software from version 8 to version 10.

Due to Sequestration budget cuts IWD UI can no longer afford to pay Wells Fargo to process checks. With the three OPEX scanner devices IWD UI now has the potential to process checks. However, in order to proceed with X9.37 check processing, IWD UI needs to purchase the Kofax KTM software module add-on to the existing Kofax Ascent Capture environment. IWD UI also needs to procure services to assist with creating the check handling process using the OPEX scanners and Kofax software. While there are other vendors that can provide the license of the Kofax KTM module, BizTech is the only Kofax vendor found that can also provide the BizTech OPEX Import Utility, and provide the services to create the check handling process.

Expected Results:

What are the tangible and intangible benefits of this purchase for this agency and/or state government?
Processing checks in-house will save over \$500,000 per year

Can these benefits be quantified in financial terms? If yes, please explain.
Yes, Processing checks externally costs over \$500,000 per year. This will allow us to process checks in-house without additional employees.

How will you be more effective as a result of this purchase?
Will be able to process larger volume of checks without adding employees.

How will service to your customers be enhanced as a result of this purchase?
Will save taxpayer money by being more efficient internally.



Testing and Acceptance: Will be performed as part of implementation.

Some of the Interested Parties: IWD Unemployment Insurance Tax division.

Some of the Recipients of this Service: Internal

Standards:

Architecture: Kofax scanners,

Business Continuity / Disaster Recovery: Redundant scanners



Recommendations from the State CIO:

NOTE: Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: <http://das.gse.iowa.gov/procurement/>, specifically: <http://das.gse.iowa.gov/procurement/adminrules/>.

Duplication recommendation from the State CIO to the DAS Director:

- a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
- b) Can an existing program be modified to address a new need?
- c) Do you have any similar program in existence?
- d) Have you sought IT procurements for similar programs in the past?
- e) Do you have purchasing documents for similar programs?
- f) Do you have similar purchasing documents that could be used as a starting point for this program?
- g) Is there anything you could provide that could assist the agency with this IT procurement?
- h) Are there alternatives available to the agencies?

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement Yes X No ____

Alternatives suggested by the State CIO
(see comments below) Yes ____ No X

Additional comments from the State CIO:

TEC recommends approval to the State CIO. Check processing will be added to the list of EA workgroup priorities for the TEC to review/approve. The State CIO subsequently approved.

DAS Director's action:

Authorize this IT procurement Yes X No ____

The above IT procurement concept approved by Director Carroll on 5/2/13

Comments: **None.**